



# Example of Financial Reporting Associate Job Description

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Our growing company is looking for a financial reporting associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for financial reporting associate

- Sign off AASB7 reporting
- Facilitate communication with clients over their accounting/tax reporting requirements and accounting/tax related queries
- Act as a subject matter expert for accounting related queries
- Represent Financial reporting team on specific projects relating to clients, process improvements, and product development
- Review of cash and holding reconciliations and posting necessary adjusting journal entries to funds the understanding of the reconciliation issues and how to resolve them
- Financial management support to the Europe and Latin American region including business drivers, controllership and financial planning & analysis functions
- Review and sign-off of tax distributions, tax returns, audit packs, TBs and financial statements for unit trusts clients
- Review and sign-off of BASs calculations, MERs, ABS reporting
- Acting as a subject matter expert for accounting related queries and assisting clients with their accounting/tax reporting requirements and queries
- Training, coaching and guiding team members

## Qualifications for financial reporting associate

- Sound working knowledge of consolidation accounting, financial reporting and accounting principles is required
- Extensive experience working with consolidation and/or general ledger financial applications/systems
- Strong financial background and understanding of financial close and reporting processes
- Project management experience with demonstrated “leadership” characteristics
- Effective writing skills and proven ability to deliver senior management correspondence